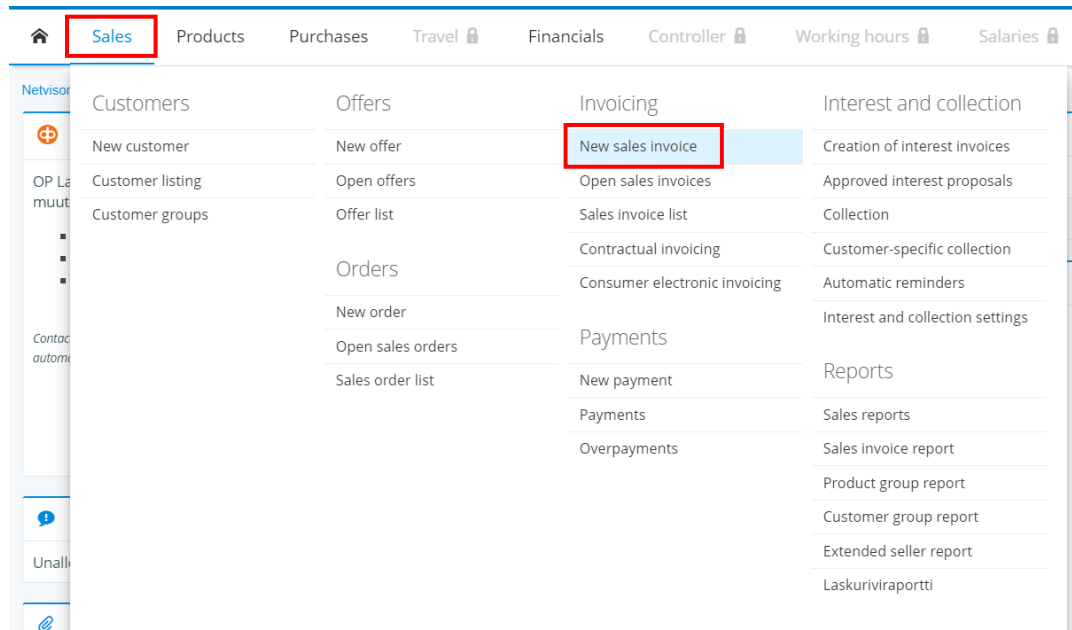




Crating an invoice

1. Go to **Sales** → **New sales invoice**



2. Write down the company the invoice is sent to (**Customer**) (You must create the customer beforehand for this step to be successful. You can find the instructions on how to create a customer in another file.)
3. Next fill the correct information into the next palces:
 - a. **Date:** the date when the invoice is sent
 - b. **Term of payment** or **due date:** either you choose the due date to be after 14 days automatically or you choose the fit due date from the calendar.
4. After that click on **Save** to go to the next step. (These informations can still be changed later on in case you notice a mistake.)

New invoice

Customer: North Revolution Wear Opy

A customer can also be found and invoiced using [customer searches](#)
Customer not found? [Enter new customer](#)

Invoice basic data

Date: 1.2.2023

Entry date:

Value date:

Term of payment: 14 päivää netto

- or -

Due date: 15.2.2023

Delivery date:

Our reference:

Your reference:

Copy customer's additional information fields to invoice: ☐

Save **Save as draft**



5. Next this view will be presented to you. Here you can still change the customer or the dates for the invoice. Make sure that the invoicing and delivery address are correct.

6. In this view you don't need to make any other changes including:
- a. Invoice number: comes automatically
 - b. Term of delivery: Vapaasti toimittajalta (freely from the supplier)
 - c. Delivery method: Viedään (exported)
 - d. Currency: EUR
 - e. Reference number: formed automatically
 - f. Tax handling: Processing based on the customer's invoicing country

7. Here you can add any attachment you want and that has connection to the invoice for example order confirmation. This is not a necessary step.



8. In the lower part of the invoice you can:
 - a. Write any text you want into the invoice rows as seen in the example
 - b. Add products to the invoice by clicking on **Add invoice row** and searching for the product by name or code
 - i. (You must create the product beforehand for this step to be successful. You can find the instructions on how to create a product in another file.)
 - c. After adding the product, check the
 - i. price
 - ii. amount
 - iii. VAT % (make sure to check each products/services correct VAT percentage)

Place of business: North Revolution Wear Opy
Name: North Revolution Wear Opy
Delivery address: Piippolantie 9 A
Postal code and postal address: 96500 Napalaakso
Country of delivery: Finland

Delivery method: Viedään
Currency: EUR
Reference number: 64396073208
Contract ID:
Tax handling: Processing based on the customer's invoicing cou
Tax handling clause:

Add eScan attachment

Latest sending and status information

Invoice rows (1)

The text before invoice rows
Examples
Invoice for the time period 1.2.-28.2.2023 / Order number #234

The text after invoice rows

Product code	Product	Amount	Unit	Unit price	Unit price ...	Disco...	VAT %	VAT	Total (VAT...	Total (VAT...	Accrual	Stock
OP	Overpayment to bank	1	kpl	50		0,00	0,00	0,00	50,00	50,00		

Perform for selected

Add invoice row Add sub-total row Add comment row Other row functions Create new product

TAX PERCENTAGE ALV EXCLUDING TAX INCLUDING TAX MARGIN % MARGIN SUM

TAX PERCENTAGE	ALV	EXCLUDING TAX	INCLUDING TAX	MARGIN %	MARGIN SUM
0%	0,00	50,00	50,00	98,00	49,00
TOTAL (EUR)	0,00	50,00	50,00	98,00	49,00

Processing history (0) Additional information

Unsaved changes Cancel Preview Save invoice Send invoice

9. While doing changes to the invoice, it's good to remember to save the invoice from time to time.

10. Make sure to preview the invoice before sending it. There you can double check the information.

11. If everything looks good, you can leave the preview.

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1 / 1 100% + -

Napapankki
Napapankki
Isäntä: 1-3 96100 Napalaakso

Vastaanottaja
North Revolution Wear Opy
Piippolantie 9 A
96500 Napalaakso

Toimitusosoite
North Revolution Wear Opy
Piippolantie 9 A
96500 Napalaakso
FINLAND

LASKU 268: 1 (1)

Laskun numero	268
Päivämäärä	1.2.2023
Eräpäivä	15.2.2023
Vilittynä	6 43960 73208
Vilittynä	
Asiakkaan y-tunnus	1515185-6
Asiakasnumero	32
Myyjän nimi	Vivastyskorko
Toimituspäivä	1.2.2023
Viivastyskorko	10,5 %
Maksu ehdot	8 pv
14 päivää netto	
Toimitusehdot	Vapaasti toimittajalla
Toimitustapa	Viedään

Määrä	Yksikkö	A-hinta	Veroton hinta	ALV-%	Verollinen hinta
Verokanta			0,00	Alv	0,00
Yhteensä (EUR)					Verollinen hinta 0,00



12. Next click on **Send invoice → Save and send**
13. Then click on **Send electronic invoices**

E-invoice

Materials	Invoice number	Appendices	Invoice date	Due date	Customer	Reference number	Sum	Open	
Invoice	268	0	1.2.2023	15.2.2023	North Revolution Wear Opy	6 43960 73208	50,00	50,00	<input type="checkbox"/>

Send electronic invoices

Restore the default channels of materials | Change channel for selected | Change | Update address from customer info for selected | Remove selected from process | Cancel process

14. Now you have successfully sent the invoice and it is waiting for the customer's payment. You can find it in **Open sales invoices** or **Sales invoice list**.

Sales invoices
1 invoices have been processed. Vouchers 1 pcs.

Search by Invoice or Reference Number, Customer's name or BusinessID | Search | Expanded search

View columns | Group: Invoice status | Update view | Return defaults | Total 1 rows | Save as Excel file

	Invoice number	Customer	Voucher	Delivery date	Invoice date	Due date	Status	Sum	Open	Reference number	
<input type="checkbox"/>	Open (1pcs)										
<input type="checkbox"/>	268	North Revolution Wear Opy	13	1.2.2023	1.2.2023	15.2.2023	Open	50,00	50,00	64396073208	<input type="checkbox"/>
	Total							50,00	50,00		
	Report total (1 pcs)							50,00	50,00		

Invoice features (0) | Clear selections

15. When you go to the **Sales invoice list** tab you see invoices under different subtitles
 - a. Unsent: pre-created invoices that have not yet been sent to the customer (can still be edited)
 - b. Due for payment: sent invoices for which payment was not received yet, and the due date has passed
 - c. Open: sent invoices for which payment has not yet been received from the customer but the due date has not passed yet
 - d. Paid: sent invoices for which payment has been received from the customer